

**Project Delivery Steering Committee  
and  
Project Finance Sub-Committee**

**Standard Operating Procedures (SOP)**

**I. Purpose**

These Standard Operating Procedures (SOP) of the Project Delivery Steering Committee (PDSC) and Project Finance Sub-Committee (PFC) have been developed to bring structure to the committees' operations to ensure that the purpose and responsibilities are executed in an efficient manner. The Project Delivery Steering Committee and Project Finance Sub-Committee policy document is appended and forms the basis for this SOP.

**II. Project Delivery Steering Committee (PDSC)**

**A. Membership, proxies, and meeting participation**

1. Members of the PDSC include the Deputy Secretary, Undersecretary, Chief Engineer, Assistant Secretary for Operations, Assistant Secretary for Planning and Programming, and Assistant Secretary for Public Works, Hurricane Flood Protection and Intermodal Transportation. The PDSC is chaired by the Undersecretary . Only committee members will be allowed to vote on a committee matter.
2. A committee member unable to attend a meeting should designate a proxy to represent them. Notice of this proxy should be communicated to the committee chair prior to the meeting.
3. Other persons may be in attendance at the meeting, but their participation in the meeting should be limited to agenda items on which they report or serve as a resource for committee questions.

**B. PDSC Meetings**

1. PDSC committee meetings will be held the 4<sup>th</sup> Friday of each month. When necessary, the date of the meeting may be modified. Special meetings of the committee may be called by the chair, as necessary.
2. All regular meetings of the committee shall follow a standard agenda:
  - a. Call to Order
  - b. Approval of Minutes
  - c. Project Finance Committee Reports
    - i. Monthly Reports
    - ii. Special Reports
  - d. Project Delivery Performance Review
  - e. Project Management Report
  - f. Reports on Action Items
  - g. New Business
  - h. Action Items – Assignments
  - i. Adjourn

3. The committee secretary will request from the committee members agenda items to be considered as new business. Since only committee members will be allowed to add agenda items, their staff should communicate with them.
4. Minutes of the meeting should be developed within one week of the meeting and shared with the membership and the DOTD Secretary.
5. Actionable items requiring the DOTD Secretary's approval should be captured in a memorandum and submitted to the Secretary within one week of the meeting. Copies of the memorandum and subsequent approval should be sent to the committee members.

C. Reports and Approvals

1. PFC Monthly Reports
  - a. At each PDSC meeting the PFC should present reports that capture factors that affect project delivery. The PFC should have analyzed and discussed in depth Standard Reports and should alert the PDSC of any issues that should be addressed.
  - b. Standard Reports to be included
    - i. TTF revenue, projections, and budget
    - ii. Monthly program recap sheet
    - iii. Status of FHWA funds
    - iv. Advanced construction projects
    - v. Bid review results
    - vi. Expenses vs. budget (to be developed)
2. PFC Special Reports
  - a. These reports will address action items delegated to the PFC by the PDSC and reports on issues identified or brought to the attention of the PFC.
  - b. The reports should be verbally summarized at the PDSC meeting. A PFC position paper should be developed and distributed to PDSC members with applicable supporting documentation.
3. Project Delivery Performance Reports
  - a. Dash board reports – by owners of measures
  - b. Project delivery reports (to be determined)
4. Project Management Report (to be determined)
5. Reports on Action Items
  - a. These reports will address action items delegated to individuals by the PDSC.
  - b. The reports should be verbally summarized at the PDSC meeting. A written report should be developed and distributed to PDSC members with applicable supporting documentation.

D. Policy

1. The PDSC should review, establish, approve, or recommend approval of policies, program direction, budget, finance, and measurement that support project delivery as needed and should annually formally review and approve various items that support project delivery.
2. Annual Reviews and Approvals
  - a. Budget Partitions – Office of Planning and Programming
  - b. DOTD Priority Programs – Office of Planning and Programming
  - c. Annual Letting Schedule – Office of Engineering
  - d. Project Delivery Performance Targets – Office of Engineering
  - e. Project Delivery Steering Committee and Project Finance Sub-Committee Policy – PDSC
  - f. Project Delivery Steering Committee and Project Finance Sub-Committee SOP – PDSC
3. Those groups listed as responsible for annual reviews and approvals should place those items on the agenda of the PDSC in the appropriate month.

### III. Project Finance Sub-Committee (PFC)

- A. Membership, Proxies, and Meeting Participation
  1. Membership of the PFC includes the Deputy Undersecretary, Administrator of the Transportation Planning Section, Director of Project Development, Financial Services Administrator, Budget Administrator, Project Finance Section Head, and Contracts Services Administrator. The Deputy Undersecretary serves as the chair of the PFC. Only PFC members are allowed to vote on committee matters.
  2. A committee member unable to attend a meeting should designate a proxy to represent them. Notice of this proxy should be communicated to the committee chair prior to the meeting.
  3. Other persons may be in attendance at the meeting, but their participation in the meeting should be limited to agenda items on which they report or serve as a resource for committee questions.
- B. PFC Meetings
  1. PFC committee meetings will be held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. When necessary, the date of the meeting may be modified. Special meetings of the committee may be called by the chair, as necessary.
  2. All meetings of the committee shall follow a standard agenda:
    - a. Call to Order
    - b. Approval of Minutes
    - c. Detailed Review of Reports (meeting prior to PDSC meeting)
      - i. TTF Revenue, Projects, and Budget
      - ii. Fiscal Year Program Recap Sheet
      - iii. Status of FHWA Funds
      - iv. Advanced Construction Projects
      - v. Bid Review Results

- vi. Expenses vs. Budget (to be developed)
- d. Identification of report action items with recommendations
- e. PDSC action items previously assigned
  - i. Updates
  - ii. Review of Position Papers
- f. PFC action items
  - i. Updates
  - ii. Review of Position Papers
- g. PDSC action items from last PDSC meeting
  - i. Discussion
  - ii. Assignments
- h. New Business
- i. Review action item assignments
- j. Adjourn

- 3. The committee secretary will request from the committee members and program managers agenda items to be considered as new business. Since only committee members and program managers will be allowed to add agenda items, their staff should communicate with them.
- 4. Minutes of the meeting should be developed within one week of the meeting and shared with the membership.

#### C. Reports

- 1. PFC Monthly Reports – At the PFC meeting prior to the PDSC meeting, all reports should be reviewed, analyzed and alerts to the PDSC identified. Recommendation on those alert items should be developed and an assignment for reporting at the PDSC meeting determined.
- 2. PFC Special Reports – A PFC position paper should be developed by the assigned person on every action item addressed by the PFC.

#### D. Review and Recommendation

- 1. Ongoing – The PFC should monitor financial, program activities, and policies and make recommendations as necessary.
- 2. Annually – The PFC should annually review and recommend approval on modifications to:
  - a. Budget Partitions – Office of Planning and Programming
  - b. DOTD Priority Programs – Office of Planning and Programming
  - c. Annual Letting Schedule – Office of Engineering
  - d. Project Delivery Steering Committee and Project Finance Sub-Committee Policy – PDSC
  - e. Project Delivery Steering Committee and Project Finance Sub-Committee SOP – PDSC
- 3. Those groups listed as responsible for annual reviews and approvals should place those items on the agenda of the PFC in the appropriate month.